

**BY ORDER OF THE COMMANDER
AIR EDUCATION AND TRAINING
COMMAND**

AF INSTRUCTION 91-202

**AIR EDUCATION AND TRAINING COMMAND
Supplement 1**

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Safety



★THE US AIR FORCE MISHAP PREVENTION PROGRAM

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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AFI 91-202, 1 August 1998, is supplemented as follows:

SUMMARY OF REVISIONS

This document is substantially revised and must be completely reviewed.

NOTES:

1. This supplement does not apply to Air National Guard units. Each unit supplement must be approved by HQ AETC/SE prior to publication.
2. Maintain and dispose of records created as a result of processes prescribed in this publication in accordance with AFMAN 37-139, *Records Disposition Schedule*.

1.6.11.16. (Added)(AETC) Wings should conduct self-assessments and inspections on all safety disciplines, using the AETC inspector general (IG) safety program management checklist developed by this headquarters. Local program items may be added to the checklist.

1.6.13. Squadron commanders will receive a copy of AETCPAM 91-203, *Squadron Commanders Safety Pamphlet*, while attending the AETC Squadron Commanders and Spouses Seminar.

1.6.13.7. (Added)(AETC) Ensure all newly assigned personnel under the age of 26 receive a newcomer's safety briefing within 30 days of arrival. The commander, section commander, executive officer, first sergeant, flight commander, or military training manager will conduct the briefing, which will be documented on AETC Form 29A, **Commander's Newcomers' Safety Briefing**. (The reverse of the form may be overprinted with local information, group briefings, etc.) The completed form will be maintained in individual's personal information file (PIF) until he or she departs PCS or PCA, retires, etc.

1.6.13.8. (Added)(AETC) Ensure military personnel under the age of 26 receive a predeparture safety briefing before they depart on leave, TDY, or PCS. The unit commander, first sergeant, flight commander, immediate supervisor, or military training manager will conduct the briefing, which will be documented on AETC Form 29B, **Predeparture Safety Briefing**. (The reverse of the form may be locally overprinted with local information, group briefings, etc.) The completed form will be maintained until 90 days after arrival from PCS, TDY, or leave.

1.6.13.9. (Added)(AETC) Appoint flight, ground, and weapons or explosives unit safety representatives (USR) as appropriate and ensure they report to the host wing safety office for initial training within 30 days of appointment. Ensure appointed USRs have at least 1 year of retainability and are not tasked with other additional duties that could detract from implementation of the unit's mishap prevention program. (Air Force Recruiting Service [AFRS] squadron appointees will have at least 2 years of retainability.) AFRS squadrons will send a copy of the appointment memorandum to HQ AFRS/SE and a copy to their host installation safety office (if the host is providing safety support). Initial training of noncollocated AFRS squadrons may be accomplished through the use of a comprehensive pamphlet.

1.6.13.10. (Added)(AETC) Implement the high-risk activities program outlined in Attachment 6 (Added)(AETC), this supplement. The intent of the program is to ensure participants are familiar with the hazards and injury potential associated with their particular activity.

1.6.14.1. Supervisors will ensure applicable Air Force Occupational Safety and Health (AFOSH) guidance is available to their Air Force employees.

1.6.14.2. Supervisors may use AETC Form 705, **Job Safety Analysis/Operational Risk Management Worksheet**, to conduct this analysis.

1.6.14.7. Supervisors will conduct a viable manual lifting program as directed by Chapter 2 of AFOSH Standard 91-46, *Materiel Handling and Storage Equipment*.

2.1.1. Semiannually (in March and September) chiefs of safety will send HQ AETC/SE (through their NAF) an updated personnel roster. The roster will include the name, grade, telephone number, and e-mail address of the wing commander and his or her secretary, vice commander, executive officer, and all full-time safety personnel assigned to the unit. Also include the safety office's fax number. The March personnel roster will also include a listing of all safety courses (including course title, date completed, and location of training) completed by full-time safety personnel. The worksheet provided by HQ AETC/SEOP may be used for ground and weapon personnel.

2.1.4. Where no weapons safety manager (WSM) is assigned, the ground safety manager (GSM) will manage the explosives safety program. WSMs and GSMs will attend the formal weapons safety training course listed in the database for the Air Force Education and Training Course Announcements (ETCA) located at <http://hq2af.keesler.af.mil/etca.htm>. (**NOTE:** The ETCA database replaced AFCAT 36-2223, *USAF Formal Schools*.) It is good management to have an alternate or assistant for weapon safety. If the alternate's duties include working *more* than 50 percent of the program, he or she must attend the formal weapons safety course at Lackland AFB. If the alternate's duties include working *less* than 50 percent of the program, he or she must be task certified according to the AFSC 1S0X1 Safety Career Field Education and Training Plan (CFETP).

2.4.3. Each safety staff that has or supports a flying mission will maintain a mishap investigation kit. The kit's contents will be established according to AFP 127-1, Volume 1, *Air Force Guide to Mishap Investigation* (projected this to be AFPAM 91-211), and Attachment 7 (Added)(AETC), this supplement. A camera is not required in the kit if installation photo element support is readily available. Units will use Attachment 8 (Added)(AETC), this supplement, when setting up and supplying a room for formal safety investigation boards.

3.1.3. AETC full-time safety staffs will conduct all annual inspections, assessments, and evaluations. Each AETC unit below wing level will be inspected at least every 12 months. The USR will conduct annual inspections in AFRS squadrons. Full-time safety staffs may accomplish an AETC-approved assessment such as the unit risk assessment tool and evaluation (URATE) on units. If the unit is rated a low risk, the safety staff may accomplish the annual inspection through spot inspections of facilities.

3.1.3.2. Supervisors will conduct their own inspections and send a copy of the report to the parent unit safety staff. Significant safety problems should be resolved with the responsible safety staff, to include onsite assistance and assignment of risk assessment codes (RAC), if applicable.

3.1.4.1. Conduct a squadron commander's in-brief and out-brief. Provide the formal report within 10 workdays after completing the inspection.

3.1.4.4.8. (Added)(AETC) An executive summary, addressing the overall supervisory support and safety condition of facilities and equipment. Reference specific problems and trends identified in the report and recommend solutions.

3.1.4.5. AETC Form 68, **Control Record for Follow-up/Closeout Action**, may be used for followup and closeout actions.

3.1.4.6. (Added)(AETC) If a rating system is used, the inspecting unit will establish rating criteria that conforms to guidance in AFI 90-201, *Inspector General Activities*. Indicate the inspection or assessment rating assigned, based on the findings in the report. If the rating was marginal or unsatisfactory, conduct a staff assistance visit (SAV) on those areas between 90 and 120 days after the inspection. Where more than one safety discipline was inspected, include sections on each discipline.

3.1.4.7. (Added)(AETC) Explosives safety inspection reports will specifically address the adequacy of explosives directives, facility licenses, and safety training, as well as training lesson plans.

3.1.4.8. (Added)(AETC) AETC Form 69, **Safety Inspection Report**, may be used to document inspection findings and corrective actions.

3.2. HQ AETC/IG (Safety) will evaluate wings and below; HQ AETC/SE will evaluate NAFs and equivalent.

3.3. Assessments of organizations below wing level will be performed at least annually. Low-risk organizations will require only a facility spot inspection during the yearly inspection cycle.

3.4. The NAF SE will conduct SAVs on a regular basis and when requested by a wing commander. Written reports will be provided to HQ AETC/SE. Unless specifically requested by the wing

commander, visits will not be conducted within 6 months of scheduled assessments or inspections by HQ AETC/IG.

3.5. Contractor occupied facilities do not normally fall into those considered low risk (paragraph 3.1.3, this supplement). Therefore, the facility inspection should concern only the worthiness of the structure to be occupied. A simple walk through to look for deterioration, water leaks, electrical hazards, or similar items that degrade the safety of the building should suffice. Discrepancies will be documented and routed to the contracting officer for corrective action.

3.7.1. Spot inspections are one of the most important tools of mishap prevention, and they will include all areas of the installation. At least one spot inspection will be conducted per week per safety staff member; 10 percent will be conducted during other than normal duty hours. Each inspector will keep a record of spot inspections performed. The GSM, WSM, chief of flight safety, or equivalent will review spot inspection records monthly to ensure the program is being vigorously pursued. Recruiting squadron commanders will establish a spot inspection program that fulfill the needs of the unit. He or she will determine the frequency of inspections, appoint inspectors, and, as closely as possible, mimic the program prescribed at the beginning of this paragraph.

5.2.1. For mishap prevention purposes, supervisors will brief on applicable AETC Class A and B ground, flight, explosive, and appropriate high accident potential (HAP) reports to all personnel deemed appropriate.

5.3.3. The following safety publications and other information are available to AETC personnel:

5.3.3.1. *TORCH Magazine*. This magazine, published monthly by HQ AETC/SE, is the command's safety magazine. It contains articles and materials for use by subordinate organizations in their mishap prevention programs. Units and individuals are strongly encouraged to submit articles for this magazine on any and all aspects of safety.

5.3.3.2. *Road to Wings*. There are two publications in this series, which detail lessons learned from T-37 and T-38 aircraft mishaps primarily involving undergraduate pilot training missions. The publications are AETC Handbook (AETCH) 11-1, *Road to Wings (T-38)*, and AETCH 11-2, *Road to Wings (T-37)*. Flight safety officers (FSOs) should ensure T-37 and T-38 aircrews and maintenance safety representatives have access to the most current edition of these publications.

5.3.3.3. *Mishap Prevention Information Packets*. Issued periodically, these packets contain a variety of safety information. Units should ensure appropriate information is disseminated.

5.3.3.4. *Squadron Commanders Safety Pamphlet*. This publication, AETCPAM 91-203, provides commanders an insight into their safety program responsibilities and gives helpful hints for planning and executing their safety program. Squadron commanders will be provided a copy of this pamphlet when attending the Squadron Commanders seminar.

5.4.2. Supervisors will conduct monthly safety briefings, using AETC Form 703, **Log of Supervisor's Safety Briefing**, to record these briefings. Keep completed AETC Forms 703 on file for 60 days. (**NOTE:** For personnel on leave, on TDY, or working in administrative areas, the read-and-initial method meets this requirement.) In training areas, either the training instructor or supervisor from the

student's squadron will conduct and document the briefings for students. Maintenance supervisors should provide maintenance personnel with mishap prevention information. For units with contract maintenance, this information will be provided to maintenance personnel after it is sanitized to protect Air Force privacy information. Suggested flight safety subjects include, but are not limited to:

5.4.2.1. AETC mishaps and local in-flight emergencies involving maintenance errors or material failures. Mishap information must be protected and released according to AFI 91-204, *Safety Investigations and Reports*.

5.4.2.2. Local foreign object damage reports and program status.

5.4.2.3. Applicable hazard reports.

5.4.2.4. Significant material failure trends.

5.5.4. (Added)(AETC) Ensure each analysis includes an introduction, overview, and conclusion. Identify adverse trends and provide recommended action to eliminate them. Identify appropriate action agencies. Use analysis to:

5.5.4.1. Inform commanders.

5.5.4.2. Prepare briefings.

5.5.4.3. Brief occupational safety and health councils.

5.5.4.4. Update inspection checklists.

5.5.4.5. Plan special or spot inspections.

5.5.4.6. Plan special safety programs.

5.5.4.7. Inform base populous through media channels.

5.5.5. (Added)(AETC) Investigate all unfavorable flight safety trends. Command trends and mishap data are available from HQ AETC/SEF for comparison of installation rates.

5.5.6. (Added)(AETC) Accomplish a ground safety mishap analysis at least semiannually (May and November). Analyze and track reportable and nonreportable mishaps, inspection reports, hazard reports and abatement forms, and seat belt surveys.

6.1. Forward all requests for training through the appropriate NAF to HQ AETC/SE.

6.2. The safety staff will train newly assigned flight, ground, and explosives USRs (primary and alternate). Training will focus on the responsibilities listed in paragraphs 8.2.12 through 8.2.15.7 and 10.4.13 (Added)(AETC) of this supplement, as appropriate. The safety staff will document and maintain a record of this training. (HQ AFRS/SE will prepare a written training program for squadron USRs and follow up this training as needed.) USRs should receive continuation training during bimonthly USR

meetings. Recruiting squadrons may receive recurring training from the host safety staff (where applicable) and from their headquarters safety staff during normally scheduled visits.

6.3. AETC and AFIT courses are projected 2 years in advance. Safety managers should carefully plan for all foreseeable training needs during the annual training forecasts. Direct requests for training through the appropriate NAFs to HQ AETC/SE. Chiefs of safety at NAFs should attend the Chief of Safety course provided by Air Force Safety Center (AFSC). Wing chiefs of safety should attend this course if they have not previously attended the FSO course.

7.2.1. This assessment will include a review of the following areas: (**NOTE:** For contracted maintenance activities, the safety program is the responsibility of the contractor. All interactions with the contractor should be made through government quality assurance [QA] personnel.)

7.2.1.1. Dissemination of maintenance cause related mishap information (local and command).

7.2.1.2. TO and checklist usage and compliance (except for contracted maintenance units).

7.2.1.3. Maintenance standardization and evaluation program trends, including detected safety violations and recurrence (except for contracted maintenance units).

7.2.1.4. Deficiency reporting procedures.

7.2.1.5. For units with contract maintenance, a review of the statement of work.

7.2.1.6. Helicopter landing pads, auxiliary fields, and landing zones used on a regular basis.

7.2.1.7. Aircrew extraction exercises.

7.2.1.8. Flyover plans and operations.

7.2.1.9. Locally approved P-field refueling and servicing operations and airfield safety.

7.2.1.10. Weather forecast and warning operations.

7.2.1.11. Flight surgeon and aerospace physiological training units.

7.5. For units with contract maintenance, FSOs and flight safety noncommissioned officers (FSNCO) will work closely with government QA personnel to monitor aircraft maintenance activities. Responsibility for the contractor's safety program rests with the contractor. Any deficiencies should be handled according to AETCI 21-107, *Maintenance Management--Maintenance Contract Surveillance*.

7.6. Each person chosen to serve as a prospective board member will be trained within 1 month of appointment. Training will be conducted by a formal school trained FSO. Previous members of mishap boards should contribute lessons and techniques learned. Training may include any combination of personal briefings and written or audiovisual materials. Refresher training should be given annually to review requirements in AFI 91-204 and previously trained individuals updated on new rules, techniques, and lessons learned. A review of applicable portions of the mishap response plan and contents of the

investigation kit should be reviewed during this training. **NOTE:** Each NAF safety office will schedule its unit's prospective board presidents for the AFSC Safety Investigation Board (SIB) president's training through HQ AETC/SEF.

7.9. Along with the airfield manager, FSOs and FSNCOs will annually review airfield waivers, exemptions, and deviations.

7.10. The primary flying unit safety office is the OPR for the midair collision avoidance (MACA) program.

7.11.2. In AETC, requirements for the base-level bird aircraft strike hazard (BASH) program are as follows:

7.11.2.1. Commanders will establish a BASH plan. The plan must include timely determination and dissemination of bird watch condition codes to local and transient aircrews. (The bird watch condition code is for the airfield.) All runways on an airfield will operate with the same bird watch condition. (Approval authority for waivers to this requirement is HQ AETC/SEF.)

7.11.2.2. Operational restrictions may vary between runways and types of aircraft. AETC aircrews who encounter a bird hazard on low level routes will broadcast (on the appropriate frequency) the location, altitude, and intensity of the hazard and inform the supervisor of flying (SOF) about bird hazards encountered as soon as practical after route exit.

7.11.2.3. Operational restrictions will be developed to allow local SOFs flexibility to mitigate bird hazards to the maximum extent feasible. Implementation of operational restrictions is the responsibility of local SOFs. The primary flying unit safety office will be the OPR for the base BASH reduction program and plan; at AETC installations without a flying unit, the appropriate safety staff will be the OPR.

7.11.2.4. Each base will annually review its BASH plan and send a copy of each revision to HQ AETC/SEF, AETC AOS/AOF, HQ AETC/CEVN, and HQ AFSC/SEFW. The wing safety staff will annually evaluate local low-level routes for BASH considerations. Contact the BASH team (HQ AFSC/SEFW, 9700 Ave G SE, Ste 279A, Bldg 24499, Kirtland AFB NM 87117-4570) for assistance with these route evaluations.

7.11.2.5. For mission planning, bird avoidance models (BAM) will be made available and accessible to unit flight supervisors, SOFs, wing scheduling offices (low-level, cross-country, and night flying), and aircrews. As a minimum, BAMs will be available in each squadron mission planning room and at base operations.

7.11.2.6. Squadron flight safety representatives will educate aircrews, schedulers, and supervisors on how to access the BAMs (both locally and via the AFSC web site) and how to interpret the BAMs. Aircrews must review the BAM during mission planning for cross-country training flights. When practical, bird hazard risks should be taken into consideration when selecting stopover bases.

7.11.2.7. Low-level route schedulers must review the BAMs and inform aircrews of the bird threat condition (low, moderate, severe) based on the BAM for their prospective route. Supervisors will

evaluate reported bird activity and BAMs to determine if a particular route should be closed or restricted until bird activity decreases.

7.11.2.8. Squadron safety representatives will discuss bird hazard risk management techniques that may be employed if increased bird activity is noted on the BAM for low-level training. Some risk management tools that should be employed by aircrews are as follows:

7.11.2.8.1. Select another route during mission planning.

7.11.2.8.2. Plan an alternate mission if an alternate route shows the same threat.

7.11.2.8.3. Plan to enter the route during a period when the BAM indicates a lower threat.

7.11.2.8.4. Plan the route or leg at a higher altitude, above known or forecast bird activity.

7.11.2.8.5. Plan to enter or exit at an alternate point if available.

7.11.2.8.6. Avoid flight near food sources (for example, water, landfills, etc.).

7.13. (Added)(AETC) Flight Safety Education and Training:

7.13.1. Wing FSOs will serve as instructors for academic safety training courses in the AETC undergraduate syllabus. Wing flight safety will ensure a flight safety orientation briefing is provided to newly assigned permanent party crewmembers. Students will be briefed during inprocessing. This briefing should include, but not be limited to:

7.13.1.1. Commander's safety policy or philosophy.

7.13.1.2. Local flying hazards, including BASH areas, midair collision hazard areas, and hazardous air traffic report (HATR) procedures.

7.13.1.3. Flight line operations, including taxi hazards and vehicle operations.

7.13.1.4. Privileged aspects of limited-use reports, intra-cockpit recordings, and radio communications.

7.13.2. At least once every 12 calendar months, wing or squadron FSOs will brief aspects of privileged and limited-use reports to all wing personnel having access to these messages and reports. Completion of this mandatory briefing item will be documented and maintained in the FSO's continuity book.

8.2.11. (Added)(AETC) Develop and maintain inspection checklists. AETC checklists modified with local requirements and checklists developed from AFOSH standards meet this requirement. Make applicable checklists available to the supervisors of all activities slated for inspection. **NOTE:** Review checklists annually for currency.

8.2.12. (Added)(AETC) Provide continuation training and safety educational materials to USRs.

8.2.13. (Added)(AETC) Establish spot inspection requirements (frequency and documentation) for

additional duty USRs.

8.2.14. (Added)(AETC) Conduct bimonthly USR meetings. The meeting agenda will serve as documentation of the meetings.

8.2.15. (Added)(AETC) Perform squadron additional duties as follows:

8.2.15.1. Help the unit commander establish and maintain a mishap prevention program.

8.2.15.2. Serve as focal point for safety matters.

8.2.15.3. Disseminate safety information and help supervisors develop briefings, educational talks, etc.

8.2.15.4. Help the squadron motorcycle monitor promote an aggressive motorcycle safety program.

8.2.15.5. Establish mishap reporting procedures.

8.2.15.6. Conduct an ongoing safety belt program.

8.2.15.7. Conduct spot inspections as established by the wing safety staff.

8.2.15.8. Attend bimonthly USR meetings.

10.2.3. Initial training will be provided, using the Introduction to Weapons Safety CD-ROM prior to attendance at the formal Weapons Safety course.

10.4.11.12. (Added)(AETC) EOD ranges.

10.4.11.13. (Added)(AETC) On- and off-base weapons ranges.

10.4.11.14. (Added)(AETC) Restrictive easements.

10.4.12. (Added)(AETC) The WSM will develop and implement a weapons safety program. See Attachment 9 (Added)(AETC), this supplement, for WSM responsibilities.

10.4.13. (Added)(AETC) Each squadron weapons safety representative (WSR) will:

10.4.13.1. Receive initial training from the installation WSM within 30 days of appointment.

10.4.13.2. Help the unit commander establish and manage a weapons safety program.

10.4.13.3. Serve as the focal point for explosives safety matters.

10.4.13.4. Disseminate explosives safety and mishap prevention information and ensure safety education information is available.

10.4.13.5. Establish a system for prompt reporting of explosives mishaps.

10.4.13.6. Ensure unit personnel involved in explosives activities receive initial and annual explosives safety training according to paragraph 10.10 of the basic AFI. Ensure local lesson plans are coordinated with the installation explosives safety manager. Ensure training is documented on the appropriate training form.

10.4.13.7. Selectively monitor explosives operations and help supervisors develop procedures and instructions.

10.4.13.8. Ensure new (proposed) locally written explosives directives are coordinated with the installation WSM. Ensure a copy of each published directive is provided to the installation safety office.

10.9. Units receiving notification of Department of Defense Explosive Safety Board (DDESB) surveys will notify HQ AETC/SEG and the appropriate NAF SE of the pending visit. If available, HQ AETC/SEG or the appropriate NAF SEW will accompany DDESB members during the survey.

10.10.2. Training provided by the wing WSM will include, but not be limited to, the following subjects:

10.10.2.1. The individual's role and specific responsibilities in the unit's weapon safety program.

10.10.2.2. Toxic, explosives, and hazardous aspects of the specific weapons system.

10.10.2.3. Safety equipment provided to enhance worker safety.

10.10.2.4. Unique handling and transportation problem areas; that is, tiedown procedures and trailer-turning radii.

10.10.2.5. Lessons learned from past and like unit experiences involving mishaps, hazard deficiencies, and inspection reports.

11.6. AETC forms prescribed are AETC Forms 29A, 29B, 68, 69, 410, 703, and 705.

Attachment 1, References. The following are added to those in the basic AFI:

AFI 36-2226, *Combat Arms Training and Maintenance (CATM) Program*

AFI 90-201, *Inspector General Activities*

AETCH 11-1, *Road to Wings (T-38)*

AETCH 11-2, *Road to Wings (T-37)*

AETCI 21-107, *Maintenance Management--Maintenance Contract Surveillance*

AETCPAM 91-203, *Squadron Commanders Safety Pamphlet*

TO 11A-1-33, *Handling and Maintenance of Explosives-Loaded Aircraft*

Attachment 1, Abbreviations and Acronyms. The following are added to those in the basic AFI:

AFRS—Air Force Recruiting Service

BEET—base exercise evaluation team

ETCA—education and training course announcement

HAP—high accident report

IG—Inspector General

PIF—personal information file

QA—quality assurance

SIB—safety investigation board

URATE—unit risk assessment tool and evaluation

WSR—weapons safety representative

Attachment 3, Table A3.2, Rule 1. The correct addressees for AETC units are AETC AOS Randolph AFB TX//AOF// and HQ AETC Randolph AFB TX//SEF//. Include AIG 10906//SE// as a "To" addressee.

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Director of Safety

4 Attachments (Added)(AETC)

6. AETC High-Risk Activities Program
7. Supplies and Equipment Needed for a Mishap Investigation Kit
8. Supplies and Equipment Needed for a Safety Investigation Board Room
9. WSM Responsibilities

Attachment 6 (Added)(AETC)**AETC HIGH-RISK ACTIVITIES PROGRAM**

A6.1. Purpose. This program was developed as a management tool for commanders. The intent of the program is to ensure participants are familiar with the hazards and injury potential associated with their particular activity. This program applies to military personnel only.

A6.2. High-Risk Activities. These are activities having a higher potential for personal injury due to the level of competition, speed, risk, or skills needed and requiring greater agility, stamina, and dexterity. Some examples of high-risk activities are flying civil aircraft, hang gliding, skydiving, parasailing, white-water rafting, motorcycle and auto racing, scuba diving, bungee jumping, and bronco and bull riding.

A6.3. Commander's Responsibility. Commanders will select mature officers, civilians, or NCOs to conduct the briefings. On a one-to-one basis, these persons will discuss training, experience, use of safety equipment, rules, and precautions with personnel wishing to participate in high-risk activities. These interviewers should ensure personnel wishing to participate in high-risk activities take appropriate safety measures to reduce their likelihood of being involved in a mishap. If interviewers determine participants are not adequately trained or are inexperienced, they should encourage participants to seek additional training through a nationally recognized institute before participating in the activity.

A6.4. Individual Responsibility. Prior to engaging in high-risk activities such as those described in paragraph A6.2, an individual will inform his or her immediate supervisor and schedule an interview with one of the individuals meeting the criteria in paragraph A6.3. However, receipt of a briefing does not relieve an individual of the responsibility to apply sound risk management practices to avoid jeopardizing life or limbs, or performing his or her Air Force duties.

A6.5. Documentation. AETC Form 410, **High-Risk Activities Worksheet**, will be used to document the briefing.

Attachment 7 (Added)(AETC)

SUPPLIES AND EQUIPMENT NEEDED FOR A MISHAP INVESTIGATION KIT

Supplies and Equipment (see note)

- 6 note pads
- 4 rolls 2-inch masking tape
- 4 flashlights with spare batteries
- 3 rolls colored surveyor's tape
- 1 box sample bottles
- 1 box resealable plastic bags
- 2 video camcorders with spare batteries and 4 blank tapes
- 2 audiocassette recorder or players with spare batteries and 6 blank tapes aircraft models for appropriate aircraft
- 1 tripod
- 1 bundle surveyor's stakes
- 1 bundle parts tags
- 4 pair work gloves

NOTE: Items are not required to be stored in the kit, but they must be readily available with their location noted on a packing list.

Attachment 8 (Added)(AETC)**SUPPLIES AND EQUIPMENT NEEDED FOR A SAFETY INVESTIGATION BOARD ROOM****Supplies** (see note)

- 1 two-hole punch
- 1 three-hole punch
- 12 accordion folders
- 50 name tag stickers
- 1 package 3x5-inch cards (100)
- 30 8 1/2 x 11-inch envelopes
- 2 rulers (engineering)
- 1 box black felt-tip markers (12)
- 1 box mechanical pencils
- 1 pair scissors
- 1 box rubber bands
- 1 package tabs
- 1 staple remover
- 1 clear roll tape
- 1 tape dispenser
- 4 rolls of 2-inch masking tape
- 1 box pencils (12)
- 4 label covers, plastic
- 1 box butterfly clips
- 1 box large paper clips
- 1 stapler
- 12 US Government messenger envelopes (SF 65-B)
- 12 large envelopes
- 2 in-and-out baskets
- 1 package Air Force stationery
- 1 dictionary
- 1 thesaurus
- 3 boxes computer disks
- 1 calendar filler
- 2 packages post-it note pads
- 3 trash cans
- 1 grease marker bulletin board
- 1 chalk board
- 1 box ink pens (assorted color markers, fine tip #4)
- 1 copy Sarah-Lite for messages
- 1 box red pencils
- 1 box red pens
- 20 large white 3-ring binders
- 1 box yellow highlighters
- 14 reams 8 1/2 x 11-inch bond paper
- 150 AF Forms 711I, **USAF Mishap Report Index Tab, Part One - Facts**

350 AF Forms 711J, USAF Mishap Report Index Tab, Part Two - Board of Investigator Analysis

Equipment (see note)

- 1 five-drawer file cabinet
- 3 computer terminals and monitors
- 1 dictaphone with earphones and foot pedal
- 1 tripod
- 2 video camcorders
- 1 video playback machine
- 1 video monitor
- 1 paper cutter
- 1 typewriter
- 2 printers (1 laser quality)
- 2 audio cassette players or recorders with 12 cassettes (1 portable)

NOTE: Equipment and supplies required for the mishap investigation kit may be used in the boardroom and need not be duplicated. Items are not required to be previously stored in the room, but they must be readily available with their location identified.

Attachment 9 (Added)(AETC)**WSM RESPONSIBILITIES**

A9.1. Notify HQ AETC/SEG and the appropriate NAF SE of a planned visit by another MAJCOM, service, or federal agency regarding any explosives safety issue. This includes any proposed changes or additions to a tenant's mission affecting AETC host installation weapons safety responsibility.

A9.2. Participate in range safety inspection jointly conducted by the CATM organization and safety staff (AFI 36-2226, *Combat Arms Training and Maintenance [CATM] Program*).

A9.3. Include training exercises (for example, the base exercise evaluation team [BEET], Prime BEEF team, and security police) in the weapons safety spot inspection program. Additionally, participate in pre-exercise or demonstration planning meetings.

A9.4. Ensure adequate operating procedures are written for handling malfunctioned items (duds, misfires, etc.) whether they are small arms, simulators, or high explosives.

A9.5. Ensure explosives site plans are submitted according to AFMAN 91-201, Chapter 4. Brief facility utilization board members at least annually on requirements of these plans.

A9.6. Visit the fire department at least semiannually to review and evaluate locally written procedures, prefire plans, explosives licenses, fire drills, etc.

A9.7. Visit explosive ordinance disposal ranges.

A9.8. Monitor onbase weapons range activities.

A9.9. Ensure military training within explosives clear zones is being conducted safely.

A9.10. Review restrictive easements quarterly.

A9.11. Visit the incoming explosives-laden motor vehicle inspection station.

A9.12. Visit suspect vehicle and SAFE HAVEN sites.

A9.13. Monitor parking spots that may be used for explosives-loaded aircraft with forward and side firing weapons (TO 11A-1-33, *Handling and Maintenance of Explosives-Loaded Aircraft*).

A9.14. Review electromagnetic radiation hazards. Provide essential information on all onbase radio frequency (RF) transmitters. Include the location, frequency range, output wattage, and antenna gain of each RF transmitter.

A9.15. Conduct quarterly unit additional duty WSR meetings. The meetings are intended to provide a forum for continuation training for WSRs, resolving weapons safety-related matters, and keeping WSRs abreast of changes to the weapons safety program. Records of meetings will include the subjects discussed and a list of the attendees.

A9.16. Ensure development of a unit weapons safety management book. To standardize the management book throughout AETC, the following format should be used:

A9.16.1. Table of Contents.

A9.16.2. Tab A - Letters of Appointment and Record of Training.

A9.16.3. Tab B - Licenses.

A9.16.4. Tab C - Squadron OIs.

A9.16.5. Tab D - Annual Inspections.

A9.16.6. Tab E - High-Interest Inspections.

A9.16.7. Tab F - Spot Inspections.

A9.16.8. Tab G - Lesson Plans.

A9.16.9. Tab H - Checklists. **NOTE:** Section should contain AETC-, wing-, and unit-developed checklists, when available.

A9.16.10. Tab I – Miscellaneous.